

**On call-** Amanda Stadler; Jessie Dryden; Dottie Kastigar

**Absent-** Katie Burnham-Wilkins; Gary Busiek; LaTeacha Tigue

**Apologies to those who tried to join the “go to meeting” and had the wrong link! We will continue using a “Go to meeting” to share and discuss documents in the shared folders. Dottie will insure everyone has a correct link for the next meeting!**

**Review of Toolkit outline-**

Dottie completed most of the narrative for this document. Please feel free to edit. There is a place holder at the end of most sections to link documents as we have sample documents to share. The intent here is to help someone wanting to start a program to be able to edit sample forms and documents rather than starting from scratch. **We need to continue to collect sample forms and documents for this. Dottie will begin working on collecting additional sample documents. We still need to incorporate the idea of debriefings at the end of the weather season!**

**Review of United Way 211 Warming-Cooling Centers document** – A discussion was held concerning updating this document, as well as adding to it. We decided it would be great if we could support expanding this resource list to include all warming/cooling shelters statewide. We decided to add a page and begin to compile information on emergency weather response programs around the state to include overnight programs. Jessie added columns to the document to collect additional information. Amanda had an intern begin verifying the information on the list, but many people who were called were not sure if they were a warming/cooling center. Jessie will follow-up with Cathy Vaisvil from United Way to learn how the list is kept and updated. Jessie and Amanda will use interns to try to validate information.

We will also ask GCEH members to share information on any programs they are aware of around the state.

**Meeting schedule: Conference call monthly (April meeting was cancelled)**

Thursday, June 13, 8:30-9:15a

Thursday, July 11, 8:30-9:15a

Thursday, August 8, 8:30a-9:15a

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**Sharing Documents/Logistics:**

- We will continue to use a “Go to meeting” format for future meetings so we can review documents that have been compiled to date.

**Inventory/Information on current statewide warming/cooling shelters**

- Amanda will upload the results of the MHDC survey that was completed on Warming/Cooling shelters statewide.
- Jessie will contact Cathy Vaisvil from United Way
- We still need information/documents for St. Louis programs and/or other weather programs around the state; Amanda may have information from Springfield programs

**Committee members to continue to collect sample information about programs and topics**

- Continue collecting samples of example programs/materials, including operating manuals, forms, job descriptions, marketing materials, composition of leadership teams, etc.
- We would like to include examples of more simple programs with little paperwork or structure, to more developed programs.

**Purpose of Committee:** *The purpose of this committee is to assemble a resource “toolkit” of information, available from the internet, that communities can reference when trying to develop or improve a weather response program in their community.*

**Committee members and Contact information:**

Katie	Burnham Wilkins	<a href="mailto:katherine.wilkins@va.gov">katherine.wilkins@va.gov</a>
Gary	Busiek	<a href="mailto:Gary_Busiek@usc.salvationarmy.org">Gary_Busiek@usc.salvationarmy.org</a>
Anthony	Smith	<a href="mailto:anthonys@fccinc.org">anthonys@fccinc.org</a>
Amanda	Stadler	<a href="mailto:astadler@cpozarks.org">astadler@cpozarks.org</a>
Jessie	Dryden	<a href="mailto:jessiendryden@gmail.com">jessiendryden@gmail.com</a>
Dottie	Kastigar	<a href="mailto:dkastigar@communitycouncilstc.org">dkastigar@communitycouncilstc.org</a>
LaTeacha	Tigue	<a href="mailto:lateacha@gmail.com">lateacha@gmail.com</a>
Rev. Chance	Beeler	<a href="mailto:chance.beeler@live.com">chance.beeler@live.com</a>